

St. Mary the Virgin, Stotfold
Annual Report of the Parochial Church Council for the Year ended
31st December 2019

Administrative Information

St. Mary's Church is situated off Church Road in Stotfold. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is:

The Vicarage, 61 Church Road, Stotfold, Hitchin, SG5 4NE.

The PCC is a charity registered with the Charity Commission, No. 1131275

PCC members who served since the APCM in 2019 were:

The Incumbent	Rev'd Bill Britt*	
The Curate	Rev'd Graham Clark	
The Reader	Mrs. Andrea Charsley*	
The Churchwardens	Mr. Malcolm Charsley*	Vice Chairman
	Mrs. Jane Hyde*	
Representatives on the Deanery Synod.	Mrs. Andrea Charsley	
	Mr. David Ribbans	
Elected Members	Mrs. Jean Prutton*	PCC Secretary
	Mrs. Alison Collis* **	Treasurer
	Mrs Jenny Conway	
	Mr. Mark Draper	
	Mr. Steve Hardman	
	Mrs. Lyn Hayes	
	Mrs. Lesley Lewin	
	Mrs. Maureen Winters	
	Mrs. Ann Scarr	
	Mrs Carolyn Bleach	

Those asterisked* are members of the Standing Committee. Those asterisked** have been co-opted by the PCC.

Service on the PCC is usually for three years at a time.

COMMITTEES

The PCC operates through a number of committees which make recommendations to the PCC.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the council.

Outreach Committee

Is responsible for the development of our parish Mission Action Plan and for looking at ways to make new disciples, go deeper into God and transform our community.

Worship Committee

The worship committee assists the incumbent in planning and reviewing new and existing liturgy and worship services.

Finance and Stewardship Committee

This committee has an overview of the general finances of the work of St. Mary's by monitoring income and expenditure, budgeting and coordinating the Annual Review of the Christian Stewardship of money through planned giving.

Social and Fundraising Committee

Encourages fellowship within the family of the Church by organizing social events and the raising of money for the General Fund.

Hall Committee

Organizes the letting of the hall and is responsible for keeping the building in a good state of repair.

Mission Committee

Organizes the external giving of the Church to other charities, guest speakers to promote these and co-ordinates the Church's response to emergency appeals.

Building Committee

Oversees the repair and maintenance of the Church building and the churchyard in consultation with the Church Architect.

Charities

The Vicar and churchwardens are trustees of the following charities:

The Roe's Charity for the Parish Clerk's House No. 217126

The Roe's Almshouses Charity No. 217125

The William Field Charities, Eleemosynary No. 254219 and Ecclesiastical No. 1131275

The Roe's Education Charity No. 307485

The Old Boys' Schoolhouse

St. Mary's Church banks with Barclays PLC. It holds a portfolio of shares via CCLA relating to the Ecclesiastical Charity of William Field and two deposit accounts with the same organization. It has an account with the Churches Mutual Credit Union and money held by the Diocese for the chancel.

The Independent examiner is Mr. Brian Every

The church's legal advisers are the Joint Diocesan Registrars, Matthew Chinery and Sarah Clemenson of Winckworth Sherwood.

The Church Architectural advisers are Barker Associates LLP.

Structure, Governance and Management

St. Mary's PCC has the responsibility of co-operating with the incumbent, in promoting the whole mission of the Church, pastoral, evangelical, social and ecumenical within the ecclesiastical parish. It also has maintenance responsibilities for the Church building, the churchyard and the church hall.

Performance and achievements

Reverend Bill Britt is the Rector of St Mary's the Virgin, Stotfold. The parish also benefits from the ministry of a curate, the Rev'd Graham Clark, a Priest Associate, Rev'd Jane Wheatley, and a Reader, Mrs Andrea Charsley.

During 2019 the Electoral Roll, which was completely renewed after six years, decreased marginally to 89, seven of whom live outside the parish.

Average Sunday attendance, excluding Christmas and Easter, increased to 52 adults and six children. On the first Sunday of the month there is an 8am Said Communion Service and a 10am All Age Service. All other Sundays there is a 10am Sung Communion Service, and on the first Sunday of the month a 4pm Tea Time Praise Service for families with young children. Sunday School meets weekly except for the first Sunday of the month and during August. Evensong is held monthly during the summer months.

A daily service of Morning Prayer is held Monday to Saturday at 9am, with three or four people attending most days.

There is a Wednesday Said Communion at 9.30am with an average attendance of approximately 14 people.

Total number attending worship services on Easter Eve and Easter Day was 132 people. Total number attending worship on Christmas Eve and Christmas Day was 367.

Special services were held such as Remembrance, All Souls, Carols by Candlelight, Crib, Christingle and Civic.

The church is open each day between 9.30am and 4.00pm, providing a quiet space for personal prayer and contemplation. We have many visitors.

During 2019 there were 11 baptisms and 6 weddings. There were 10 funerals held in the church followed by committal at the cemetery or crematorium and 9 standalone funeral services at the crematorium as well as 2 graveside services. During 2019 six middle school children were confirmed. Morning and evening Bible studies are held twice monthly.

The church undertakes pastoral work in the parish, visiting the sick and housebound, supporting the bereaved and taking home communion to those who wish to receive it.

The church runs a weekly baby and toddler group during term time.

The Vicar is ex officio governor of St. Mary's Church of England Academy, Stotfold. The PCC nominates a governor to St. Mary's Academy and suggests the name of a potential Diocesan Governor to the same.

The Vicar organises and leads a half-hour monthly worship service at the school. The children help lead the service, which is clearly identified as an Anglican church service. The Vicar and Curate also take assemblies at the school and the school holds Easter, Harvest and Christmas Services in church. The Year 4 students performed "The Stotfold Passion Play" in full costume in Church, once for the school and a second time for the community. In addition, the Curate leads assemblies in St Marys' Academy, Roecroft Lower School, and the new Pix Brook Academy Middle school in Stotfold. The Curate also takes part, along with members of the congregation and members of the Churches Together, in "Open the Book" assemblies at the two Stotfold lower schools and Fairfield Park Lower School.

The church continues to work closely with the Academy of Central Bedfordshire (ACB), an innovative alternative- provision free school designed to meet the needs of previously disaffected young people who struggled in mainstream school by offering them a practical (vocational) curriculum.

Catering and Hospitality students bake cakes and serve at table for a monthly coffee morning that is held in the church for the wider community. The coffee mornings expanded to twice a month in 2019. The Vicar is a governor at the Academy of Central Bedfordshire.

The PCC met six times during the year at regular meetings. Extraordinary meetings were held when required.

We have a clear and well-run website (www.stotfoldchurch.org.uk) which can be accessed with ease via Google and other search engines, and we advertise monthly in the local Stotfold News.

Financial Review

The operating deficit for 2019 was £8,378, which was covered by reserves. This compares to an excess of expenditure over income of £1,578 in 2018, 2,544 in 2017 and £8,554 in 2016.

Total giving on Sunday mornings (including the Parish Giving Scheme, cash collections in services and the envelope scheme and Gift Aid) was £29,201, down £1,102.

Reserves. The 2019 balance in the unrestricted general fund was £25,494, compared to £33,872 at the end of 2018. There are designated funds of £52,390, compared to £44,087 in 2018. There are restricted funds of £4,576.

The 2019 Diocesan Parish Share for St Mary's Church was £47,510, which largely provides the stipends, pension and housing for clergy and training of future ministers.

Reserves Policy

It is PCC policy to maintain a balance, if possible, on unrestricted funds that equates to approximately three months unrestricted payments to cover emergency situations which may arise from time to time.

The balance of £34,051 in the Designated Fund is retained towards meeting the cost of repairs and alterations to the church building together with the running costs of the building. This fund receives income from the William Field Charity. There is also a Special Reserve Fund of £10,000.

Monies held in Restricted Funds represents monies which have been given for specific purposes.

Approved at the PCC on 5 October 2020

Signed by PCC Chairman

Bill Brutt

Approved at the APCM on 19 October 2020

Signed by the APCM Chairman

Bill Brutt

Parochial Church Council of St Mary the Virgin, Stotfold

Balance Sheet at 31 December 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Investment assets	4	732435	616921
CURRENT ASSETS			
Debtors	6	16652	20911
Cash at bank and in hand		<u>84609</u> <u>101261</u>	<u>93191</u> <u>114102</u>
LIABILITIES			
Current Liabilities	7	<u>17062</u>	<u>17663</u>
NET CURRENT ASSETS		<u>84199</u>	<u>96439</u>
TOTAL NET ASSETS		<u><u>816634</u></u>	<u><u>713360</u></u>
FUNDS	5		
Unrestricted		25494	33872
Designated	8	52390	44087
Restricted	8	4576	16954
Endowment	8	734174	618447
		<u><u>816634</u></u>	<u><u>713360</u></u>

The notes on pages 3 to 8 form part of these accounts.

Approved by the Parochial Church Council on and signed on its behalf by:

The Rev'd. Bill Britt

E. Jane Hyde
Churchwarden

Parochial Church Council of St Mary the Virgin, Stotfold

Statement of Financial Activities

For the year ending 31 December 2019

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2019	TOTAL 2018
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary income	2a	30126		70608		100734	88983
Income from church activities	2b	17357				17357	17288
Income from activities to generate funds	2c	5929				5929	7447
Income from investments	2d	121	21356	24	213	21714	21075
Other incoming sources	2e	101	2500	13080		15681	19216
TOTAL INCOMING RESOURCES		<u>53634</u>	<u>23856</u>	<u>83712</u>	<u>213</u>	<u>161415</u>	<u>154009</u>
RESOURCES EXPENDED							
Charitable giving	3a	150		266		416	874
Church activities	3b	60104	15553	83904		159561	180539
Church management and administration	3c	1671				1671	1029
Fundraising costs	3d	87				87	231
Other expenditure	3e			11920		11920	36253
TOTAL RESOURCES EXPENDED		<u>62012</u>	<u>15553</u>	<u>96090</u>	<u>0</u>	<u>173655</u>	<u>218926</u>
NET INCOMING/(OUTGOING) RESOURCES		-8378	8303	-12378	213	-12240	-64917
GAINS AND LOSSES ON INVESTMENTS					115514	115514	-9348
NET MOVEMENT IN FUNDS		<u>-8378</u>	<u>8303</u>	<u>-12378</u>	<u>115727</u>	<u>103274</u>	<u>-74265</u>
BALANCES BROUGHT FORWARD AT 1 January 2019		33872	44087	16954	618447	713360	787625
BALANCES CARRIED FORWARD AT 31 December 2019		<u>25494</u>	<u>52390</u>	<u>4576</u>	<u>734174</u>	<u>816634</u>	<u>713360</u>

The notes on pages 3 to 8 form part of these accounts

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

1 ACCOUNTING POLICIES

Basis of financial statements.

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2019).

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted Funds are those funds that must be spent on specific restricted purposes as intended by the donors.

Details of the funds held and restrictions are provided in note 8.

Endowment Funds, where the capital must be retained, are explained in note 8.

Incoming resources

Voluntary income and capital sources

Collections are recognized when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognized only when received. Income tax recoverable on Gift Aid donations is recognized when the income is recognized. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by the fete, garden party and similar events are accounted for gross.

Other income

Rental income from the letting of church premises is recognized when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognized in the same accounting year.

Gains and losses on investments

Realized gains or losses are recognized when investments are sold. Unrealized gains or losses are accounted for on revaluation of investments at market value at 31 December.

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

Resources used

Grants and donations

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property. They are listed in the church's Inventory which can be inspected (at any reasonable time). Such assets are not valued in the accounts.

All expenditure incurred in the year on consecrated or benefice buildings or on the repair of movable church furnishings is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500. or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CCLA Church of England Funds, Churches Mutual Credit Union or at the bank.

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

2 INCOMING RESOURCES

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2019 £	TOTAL 2018 £
2a Voluntary income						
Planned giving						
Gift Aid giving	14380				14380	15679
Other planned giving	3046				3046	2110
Income tax recoverable	3925				3925	4067
Collections (open plate) at all services	6280				6280	6826
Income tax recoverable	1570				1570	1621
Grants			70102		70102	44188
Donations						
Sundry Donations	340		506		846	3904
Wall safe	126				126	147
Votive Candlestand	402				402	0
Income tax recoverable	57				57	407
Legacy					0	10034
	<u>30126</u>	<u>0</u>	<u>70608</u>	<u>0</u>	<u>100734</u>	<u>88983</u>
2b Income from church activities						
Church hall lettings	9674				9674	9134
Hire of Church	1110				1110	960
Wedding and funeral fees	4067				4067	5195
Magazine	941				941	1018
Outreach	1565				1565	981
	<u>17357</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17357</u>	<u>17288</u>
2c Income from activities to generate funds						
Social & fundraising events before expenses	5898				5898	7377
Income Tax Recoverable	31				31	70
	<u>5929</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5929</u>	<u>7447</u>
2d Income from investments						
Dividends and interest	121	21356	24	213	21714	21075
	<u>121</u>	<u>21356</u>	<u>24</u>	<u>213</u>	<u>21714</u>	<u>21075</u>
2e Other incoming resources						
Listed Places Grant Scheme VAT repayment		2500	11920		14420	18046
Contribution towards churchyard costs			1160		1160	1160
Sundry Income					0	10
Bank Loyalty rewards	101				101	0
	<u>101</u>	<u>2500</u>	<u>13080</u>	<u>0</u>	<u>15681</u>	<u>19216</u>
TOTAL INCOMING RESOURCES	<u>53634</u>	<u>23856</u>	<u>83712</u>	<u>213</u>	<u>161415</u>	<u>154009</u>

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

3 RESOURCES EXPENDED

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2019 £	TOTAL 2018 £
3a Charitable Giving						
Donations	150		266		416	874
	150	0	266	0	416	874
3b Church activities						
Ministry:Diocesan parish share	47510				47510	45153
Clergy expenses	2324				2324	1548
Church running expenses		6029			6029	5241
Church maintenance & renewals		2456			2456	2993
Major repairs		7068	81761		88829	110536
Church tables and chairs					0	1288
Keyboard					0	1060
Candlestand					0	329
Childrens' activities	104				104	280
Upkeep of church yard			1436		1436	1452
Church hall running costs	5105				5105	5550
Baptism and confirmation costs	90				90	195
Organist fees	1040				1040	1110
Service expenses	1235		331		1566	1438
Magazine costs	1089				1089	1197
Outreach	1607		376		1983	1169
	60104	15553	83904	0	159561	180539
3c Church management and administration						
Administration:						
Printing and stationery	499				499	913
Credit card machine	342				342	0
Bank charges	517				517	0
Sundry Expenses	313				313	116
	1671	0	0	0	1671	1029
3d Fundraising costs						
Social and Fundraising events	87				87	231
	87	0	0	0	87	231
3e Other Expenditure						
Grant repaid to Friends of St Mary's following receipt of monies from Listed Places of Worship Scheme			11920		11920	36253
			11920		11920	36253
TOTAL RESOURCES EXPENDED	62012	15553	96090	0	173655	218926

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

	Endowment Funds
	£
4 FIXED ASSETS	
Investments	
Movements in the year:	
Market value - 1 January 2019	616921
Annual revaluation	115514
Market value - 31 December 2019	<u>732435</u>

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2019
	£	£	£	£	£
5 ANALYSIS OF NET ASSETS BY FUND					
Investment Fixed Assets				732435	732435
Current Assets	28603	53138	17781	1739	101261
Current Liabilities	3109	748	13205		17062
Fund balance	<u>25494</u>	<u>52390</u>	<u>4576</u>	<u>734174</u>	<u>816634</u>

6 DEBTORS	2019	2018
	£	£
Income tax recoverable	2429	4414
Prepayments	170	316
Other debtors	14053	16181
	<u>16652</u>	<u>20911</u>

7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	2019	2018
	£	£
Income tax outstanding	0	292
Creditors for goods and services	16207	16632
Accruals	855	739
	<u>17062</u>	<u>17663</u>

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2019

8 FUND DETAILS

	2019 £	2018 £
The Restricted Funds at the year end are:		
Churchyard fund	3683	3940
Friends of St Mary's	0	2175
Youth Trip Grant	350	0
Toddler Group	1	41
Albs	40	40
Keyboard	315	315
Banner	13	13
Families in Need	0	266
Flower Fund	174	130
Legacy for Building	0	10034
	4576	16954
The Designated Funds at the year end are:		
Income from William Field Charity for Building	42364	34087
Special Reserve Fund	10026	10000
	52390	44087
The Endowment Funds at the year end are:		
Chancel Fund for the repairs and insurance of the Chancel.	8624	7325
Ecclesiastical Charity of William Field	725550	611122
	734174	618447

The Parochial Church Council is the managing trustee of the Ecclesiastical Charity of William Field and therefore, as the Charity is under the control of the Parochial Church Council, the funds of the charity must be shown on the Balance Sheet as an Endowment Fund.

The Church cannot use the capital of the charity only advise on investment.

The market value of the capital of the trust of £725,550 is included in **Fixed Asset Investments**.

However, the income of the Charity is applied to the Church. The Parochial Church Council decided that the income should only be used for the church building, church building running costs and maintenance and therefore the income from the Charity has become a Designated Fund.

9 COLLECTIONS FOR GOOD CAUSES

Collections for Good Causes have been excluded from the Accounts as recommended by Church Accounting Regulations 2006.

Charitable Collections were as follows:

Myanmar	
Cyclone Appeal	201
Tariro Zimbabwe	333
Keech Cottage	100
Christian Aid	209
St Albans DBF Harvest Appeal	413
Lister Hospital Neonatal Unit	877
East & North Herts Dementia Unit	140
Special Wedding Licence and Wedding costs	482
	2755

Independent Examiner's Report to the trustees of St Mary's Church, Stotfold, Parochial Church Council.

I report on the accounts for the year ended 31 December 2019 which are set out on pages 1 to 8.

Respective responsibilities of the Trustees and the independent examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission .

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s. 130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Brian Every
16 Princes Street
Stotfold,
Hitchin, Herts.

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